

PROCEDURES FOR ENTERING AIR FORCE LINES OF ACCOUNTING AND DOCUMENT NUMBER FOR SHIPMENT OF HOUSEHOLD GOODS

Separate procedures must be used for military and civilian moves. The Transportation Office must have a valid set of orders before the data can be entered.

For Military

Orders for military personnel, both officer and enlisted are issued using AF Form 899, Request and Authorization for Permanent Change of Station – Military

The Line of Accounting (LOA) is found in block 20. An example of an authorized LOA is – 5733500 323 5752.0* 525725. The underlined six positions is the budget project code which may be different but will always use the same format. The * is replaced by the letter “H” for CONUS moves and the letter “I” for OCONUS moves. This line of accounting will also change each fiscal year, so the orders must be closely checked.

The document number for **all** military moves is :

Positions 1-4:	PPSP
Positions 5-6:	TQ Site ID (For Germany – (Ramstien) 86 , For Elemendorf - 04 , for JPPSO Northeast (Hanscom) - 68)
Position 7:	Fiscal Year
Positions 8-10:	AFM
Position 11:	W (PowerTrack)
Position 12-14:	MIL

EXAMPLE: PPSP014AFMWMIL for

No deviation from this document number is allowed. A copy of each order must be annotated with the estimated cost of the service and forwarded to the supporting DFAS Field Site of Transportation Office PowerTrack account being charged for the move. The address and FAX number are given below. This action must be accomplished for every segment of the move.

For Civilians

Orders for civilian employees of the Air Force, are issued using DD Form 1614, Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel.

The LOA is found in block 22. An example of an authorized LOA is - 5733400 303 4328 990811 04 395/421/462 525700. The data underlined is called the Element of Expense Investment Code (EEIC) which is tied to specific services. The **ONLY** EEIC authorized for shipment of household goods is 462.

The standard document number (SDN) for each travel order will be unique. The same SDN will be used on all shipments/services authorized for the individuals PCS move. It is composed of the following:

Positions 1-2:	PP
Positions 3-6:	Last four of the civilian's social security number (6487)
Position 7:	Calendar Year (2004)
Positions 8-10:	Julian Date (March 23)
Position 11:	W (PowerTrack)
Positions 12-14:	Last three of the travel order number (DP0756)

EXAMPLE – PP64874083W756

A copy of each order must be annotated with SDN and the estimated cost of the service and forwarded to the supporting DFAS Field Site of Transportation Office PowerTrack account being charged for the move.. This action must be accomplished for every segment of the move.